

Message Text

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ACTION IO-10

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FM USMISSION GENEVA

TO SECSTATE WASHDC 4984

UNCLAS GENEVA 6011

FOR ILO/EX, KEVIN CARROLL

PASS LABOR FOR SEGALL, PERSONS AND QUACKENBUSH

E.O. 11652: N/A

TAGS: ILO APER

SUBJECT: ILO: JOB DESCRIPTION: CHIEF OF LABOR LEGISLATIVE SECTION

REF: GENEVA 5799

1. FOLLOWING IS JOB DESCRIPTION OF SUBJECT POSITION (P-5).

BEGIN TEXT DESCRIPTION OF DUTIES

SUBJECT TO GENERAL GUIDANCE AND WITH A WIDE DEGREE OF RESPONSIBILITY, THE DUTIES AND RESPONSIBILITIES OF THE POST INCLUDE THE FOLLOWING:

1. TO ASSIST IN THE MANAGEMENT, PROGRAMMING AND PLANNING OF THE BRANCH AND TO DEPUTISE FOR THE CHIEF OF THE BRANCH IN HIS ABSENCE.
2. TO SUPERVISE THE EXECUTION OF RESEARCH PROJECTS AS WELL AS THE PREPARATION OF BACKGROUND PAPERS FOR MEETINGS.
3. TO PLAN AND DRAFT STUDIES, REPORTS AND ARTICLES ESPECIALLY OF A COMPARATIVE NATURE ON VARIOUS ASPECTS OF LABOUR LEGISLATION, LABOUR RELATIONS AND LABOUR ECONOMICS.
4. TO SUPERVISE THE PREPARATION OF REPLIES TO REQUESTS FOR

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INFORMATION FROM GOVERNMENT, EMPLOYERS' AND WORKERS'

ORGANISATIONS AND INDIVIDUALS, INCLUDING GUIDANCE ON QUESTIONS DEALING WITH LABOUR LEGISLATION AND LABOUR RELATIONS LAWS AND PRACTICES IN DIFFERENT COUNTRIES.

5. TO PLAN TECHNICAL COOPERATION PROJECTS, TO SUPERVISE THE PREPARATION AND MONITORING OF TECHNICAL COOPERATION PROJECTS BY OTHER OFFICIALS AND TO UNDERTAKE TECHNICAL COOPERATION MISSIONS AS MAY BE REQUIRED.

6. TO ACT AS REPRESENTATIVE OF THE DIRECTOR-GENERAL, EXPERT, OR, AS MAY BE REQUIRED, AT CONFERENCE COMMITTEES, SEMINARS AND OTHER MEETINGS.

7. TO REVIEW, COMMENT AND VISA TECHNICAL REPORTS PREPARED BY OTHER SERVICES.

8. TO PARTICIPATE ON BEHALF OF THE BRANCH OR DEPARTMENT IN VARIOUS WORKING PARTIES, TASK FORCES, ETC., AND IN INTER-SERVICE TECHNICAL CONTACTS AND DISCUSSIONS.

9. TO SUPERVISE THE WORK OF OTHER OFFICIALS INCLUDING OFFICIALS IN THE PROFESSIONAL CATEGORY.

10. TO LECTURE AT MEETINGS TO WHICH THE ILO IS INVITED AND TO GIVE COURSES RELATING TO LABOUR LEGISLATION, LABOUR RELATIONS AND REMUNERATION MATTERS.

QUALIFICATIONS REQUIRED

1. EDUCATION: UNIVERSITY DEGREE AND POST-GRADUATE SPECIALISED WORK OR EQUIVALENT EXPERIENCE.

2. LANGUAGES: FULLY SATISFACTORY KNOWLEDGE OF ENGLISH AND FRENCH OR SPANISH; VERY GOOD DRAFTING ABILITY IN ENGLISH IS ESSENTIAL.

3. EXPERIENCE: THOROUGH KNOWLEDGE OF LABOUR LEGISLATION AND LABOUR RELATIONS SYSTEMS OF VARIOUS COUNTRIES IN DIFFERENT PARTS OF THE WORLD AND EXPERIENCE IN PREPARING STUDIES AND REPORTS OF A COMPARATIVE NATURE ON VARIOUS UNCLASSIFIED

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ASPECTS IN THIS FIELD.

4. INITIATIVE, MATURE JUDGEMENT ABILITY TO ASSUME AND DISCHARGE RESPONSIBILITIES AND ABILITY TO SUPERVISE OTHER OFFICIALS. END TEXTDALE

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